51469-2173 Certificate 1 of 6

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DCHQ

District Court of Maryland

Office of Finance

5 May 2011

COURT

COUNTY

DATE

	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	
		Retention Sched. No.	item No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Method of Destruction (Recycle, shred,
,	FISCAL RECORDS		E				landfill, etc.)
	C. Quarterly Cashier Reports				· -	-	
	Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check	2219	SEC V 1c	July 1, 2003 - 30 June 2008	1 FT	5-12-11	SHRED
	Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas					. ~	7
	Withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to		+		4.0		
	Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets,	170	1 -		17.5		
	Requisitions and Purchase Orders, Withholdinla Tax. Retain for three (3) years and						V
	until all audit requirements have been met, then destroy.						
Α	ug 2011 flored Clonens		1	Destruction Certification	n		

State Archivist

Signature of Court Official

Date

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Instructions for Preparation and Submission on Reverse Side

51469-2173 certificate Z of 6

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

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FISCAL RECORDS		1 100		h		landfill, etc.)
Invoice Copies		She are				
Miscellaneous: Bank Books, Statements and	2219	SECV	Tu1 1 0005			1 45
Deposit Receipts, Reports pertaining to Budgets		1c	July 1, 2005 - 30 June 2008	1 FT.	5-12-11	SHRED
and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement						0.17
Journals, Daily and Monthly Time Shoots Dollyans		- 1				
order and Receipt, Expense Accounts Forms and					1.0	
Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid	,					3
Dill's and invoices, Periodic Financial Reports to						
Local and State agencies, Receipt Copies and						
Studs, Reconciliation and Trial Balance Shoots						
Requisitions and Purchase Orders, Withholdinla Tax. Retain for three (3) years and				*		
until all audit requirements have						
been met, then destroy.	F					
80 01			Destruction Certification			

State Archivist

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Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

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	Retention Sched. No.	kem No	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shre
FISCAL RECORDS						landfill, etc.)
Employee Credit Cards Logs						
Miscellaneous: Bank Books, Statements and	2219	SECV	July 1, 2005 -			
Deposit Receipts, Reports pertaining to Budgets	W #	1c	30 June 2008	I FT.	5-12-11	SHREN
and Worksheets, Cancelled Checks, Check					3 . 0 . 0	
Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery						*
Order and Receipt, Expense Accounts, Forms and	*	-				-
Statements (Local, State and Federal) Gas			T .			
Willidrawai lickets and Mileage Reports, Paid				The state of the s		
bills and invoices, Periodic Financial Reports to						
Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Date.						
Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholdinla			5.			
Tax. Retain for three (3) years and						
until all audit requirements have						
been met, then destroy.						
Jug 2011 Hours af gung		1	Destruction Certification	on o		

Signature of Court Official

Title

51469-2173 certificate 4 of 6

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Retention Sched. No.	Kem No	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred,
FISCAL RECORDS C. Employee Credit Cards Logs	Art I					landfill, etc.)
Miscellaneous: Bank Books, Statements and Deposit Recelpts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check	2219	SEC V 1c	July 1, 2005 - 30 June 2008	I FT.	5-17-11	SHREI
Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and					i i	
Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to						A.
Stubs, Reconciliation and Trial Balance Sheets						
Requisitions and Purchase Orders, Withholdinla Tax. Retain for three (3) years and until all audit requirements have	-			¥		
been met, then destroy.			Destruction Certification			

State Archivist

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S	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	Method of
		Retention Sched. No.	Item No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	FISCAL RECORDS						6.7
	Budget and Fiscal Planning Fixed Asset Reconciliation	2219	SEC V	July 1, 2006 - 30 June 2008	1 FT	5-12-11	SHRED
	Reports pertaining to Budget Estimates, Budget Schedule, Amendments, Physical Inventories, Reports of Fixed Assets, Reports of Materials and Supplies, Requests for Position Action			2000			
	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.						-

	Destruction Approved by Hall of Records Commission				-		

29 Aug 2011

Date

State Archivist

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Signature of Court Official

Title

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

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FISCAL RECORDS						fundfill, etc.)
C. Requisitions						
Miscellaneous: Bank Books, Statements and	2219	SECV				
Deposit Receipts, Reports pertaining to Budgets		1c	July 1, 2006 - 30 June 2008	IET	- 12	line will be
and Worksheets, Cancelled Checks, Check		,	2008	1-1-1.	5+12-11	SHRED
Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery		*				
order and Receipt, Expense Accounts Forms and						r.
Otatements (Local, State and Federal) Gas						
Willidrawal lickets and Mileage Reports Daid						
Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and					J	
Stubs, Reconciliation and Trial Balance Shoots						_
Requisitions and Purchase Orders, Withholding				r e		
Retain for three (3) years and						
until all audit requirements have been met, then destroy.						
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Ang 2011 Florande	, .		Destruction Certification			
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Signature of Court Official